

# State of Nevada B&I: Real Estate Division

Version Date: 09/18/2013

## **1995060 Commission Case Files**

Reviewed: 5/26/1995

Description: This record series consists of disciplinary hearings for real estate and appraisal licensees. The files may contain: Complaint, Notice of Complaint, Obligation to respond, Notice of hearing, Answer from Respondent, State's Exhibits, Respondent's Exhibits, Proof of Mailing, Findings of Fact, Conclusion of Law and Decision, Receipts for fines paid, education completed and possible District Court action.

Retention: Retain these records for a period of six (6) calendar years from the close of the case.

Disposition: Destroy Securely

## **1995062 Investigative Files**

Reviewed: 5/22/1995

Description: This record series documents the investigation of complaints and results of audits. The files may contain, but are not limited to: complaints, complaint investigation documentation including investigative reports, copies of audits, copies of real estate documents, trust account records, correspondence, and any other pertinent documentation.

Retention: Retain these records for a period of three (3) calendar years from the completion and resolution of an investigation.

Disposition: Destroy Securely

## **2011022 Ombudsman Notices of Sale Files**

Reviewed: 8/10/2011

Description: These records document the foreclosure notifications received by the Ombudsman from homeowner associations, etc. (See NRS 116.311635). The files may include, but are not limited to: Notice from association; Copy of informational letter from Ombudsman, and; Related correspondence

Retention: Retain these records for a period of one (1) fiscal year from the end of the fiscal year to which the record pertains.

Disposition: Destroy Securely

## **2004221 Sold Out Owner-Developer and Exemptions**

Reviewed: 12/6/2004

Description: These files document the review of applications for compliance with the Land Sales Act (NRS Chapter 119). Exemptions and Owner-Developer files contain a copy of the contractor's license, purchase and sale agreement, title report(s), cover letter and plat map(s). Additionally, Owner-Developer files also contain a copy of the business license, confidential financial statement and an Owner-Developer application.

Retention: Retain these records for a period of one (1) calendar year from the date a project is sold out, not renewed, discontinued, or exempted following the provisions of NAC 119.200 through 119.250.

Disposition: Destroy Securely

## **1995061 Subdivision/Timeshare/Campground Filings**

Reviewed: 5/22/1995

Description: This record series documents the review of applications for compliance with the Land Sales Act, Timeshare Act and Campground Act. Sale of Subdivided Land: documents the regulation of developers, review of application filings, handle exemptions, permits, issuance of public property reports (purchaser's disclosure documents) and advertising approvals. Timeshare files: documents review of application filings and of timeshare projects, issuance of permits, public offering statements and advertising approvals. Campground filings: documents regulation in regard to the sale of memberships, review of application filings, issuance of permits to sell, and advertising approvals. Files include questionnaire application requirements and extensive exhibit documentation verifying developer qualifications, Public Offering Statements and/or property reports.

Retention: Retain these records for a period of three (3) calendar years from the date a project is sold out, not renewed, or discontinued.

Disposition: Destroy Securely